

# THE MYRON STRATTON HOME

## Position Description

Position Title: Administrative Assistant

Department: Senior Services Position Answers to: Senior Services Director

Position Pay Range: \$20.59 - \$23.61 per hour

Position Summary: Provide assistance to the Senior Services Director and department supervisors/directors with supportive services. Assists Senior Services Director with monitoring the Independent Living Program and assists in departmental communications and activities. Coordinates the transportation schedule with staff drivers, nursing and independent living residents. Assists with transportation needs on and off campus. Coordinates the volunteer program for the Myron Stratton Home.

### Primary Job Duties

<i>Essential Functions</i>
Coordinates a schedule to meet with independent residents for rent renewal and signing of lease with Senior Service Director. Maintain an accurate and current waiting list for the independent living program.
Assists Senior Services departments with production/distribution of monthly newsletter, updates resident/staff phone lists, standard lists and resource/marketing materials, minutes of meetings, postings/announcements for independent residents and other items as assigned.
Receives work repair orders from independent living residents and communicates to maintenance director via email.
Organizes and maintains transportation schedule for assisted/independent living residents and communicates via email to drivers, nursing and Senior Services Director. Expected to substitute as driver for medical transportation when necessary and for other trips that may require CDL license.
Develop and lead various 30-45 minute exercise routines for assisted living residents at Winfield House to include: walking group, group exercises, strength & balance. Preferably Mon - Fri.
Responsible for volunteer program to include: recruiting appropriate volunteers to meaningful work at the Home, orient and train volunteers as needed for their positions, monitor volunteers for job performances and their satisfaction, provide recognition to volunteers at least annually, maintain a record system of volunteers and assure that Federal/State and MSH regulations are met. Remove volunteers, if necessary from positions in which their performance is lacking or for inappropriate behaviors. Set and maintain a standard of performance for all volunteers. Responsibly manage a budget for the volunteer program.

Keep office hours as assigned to provide the public and residents accessibility to the Senior Services Department. Also assist as requested by Senior Services Director with departmental needs when other staff are absent to include: driving , front desk coverage, activities and other tasks as assigned.
Responsible for new resident orientation for independent living. Also assist with new hire staff orientation at Winfield House for HIPAA, Resident Rights, Neglect & Abuse and Confidentiality.
Provide move-in criteria for Independent Living program to interested parties that are inquiring about residency. Be available to give a tour when needed if a cottage/apartment becomes available to show.
Assist with special projects/events to include: Founder's Week, Christmas events, holiday greeting cards from the Home and other special events
Improves administrative job knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices.
Contributes to organization success by welcoming related, different, and new ideas that expand the mission of the Home. Observe policies and procedures of the Home and Senior Services department to deliver quality service while observing confidentiality and resident rights.

**Qualifications:** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>QUALIFICATIONS</b>
High School
Associate's Degree
Certificate in Gerontology within 1 year
Commercial Driver's License within last 60 days
One year or more: Secretarial experience or equivalent work experience to include prioritizing tasks and relating to co-workers and customers successfully
Experience with older adults
Must have ability to hear and talk with residents, staff and the general public including over the phone.
Must be able to operate a copy machine, digital telephone system, do word processing including narrative text. Must be familiar with Microsoft Word, Excel and Outlook.
Understanding written sentences and paragraphs in work related documents.
Must be able to learn to drive on-campus vehicles and perform the manual operations of the vehicles.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Rarely	Occasionally	Frequently
Extreme cold	X		
Extreme heat	X		
Humidity	X		
Wet	X		
Noise		X	
Hazards	X		
Temperature Change		X	
Atmospheric Conditions	X		
Vibration	X		

**Physical Demands:** The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Meeting the essential functions of the job will requires light to moderate work.

Physical Demand	Rarely	Occasionally	Frequently
Climbing Stairs		X	
Crouching			X
Grasping			X
Grip		X	
Handling		X	
Kneeling		X	
Reaching (Abduction)		X	
Reaching (Adduction)		X	
Lifting (Above Shoulder)		X	
Pinch	X		
Pulling (Horizontal)	X		
Pulling (Vertical)	X		
Pushing (Horizontal)	X		
Pushing (Vertical)	X		
Lifting (Floor to Waist)		X	
Lifting (Waist to Shoulder)	X		
Reaching (Forward)	X		

Vision (Far)			
Reaching (Waist to Shoulder)		X	
Reaching (Above Shoulder)		X	
Reading			
Repetitive Motions			X
Sitting			X
Standing			X
Wrist Deviation (Wrist Extension)	X		
Reaching (Floor to Waist)	X		
Vision (Near)			
Walking			X
Wrist Deviation (Pronation)	X		
Wrist Deviation (Radial Deviation)	X		
Wrist Deviation (Supination)	X		
Wrist Deviation (Ulnar Deviation)	X		
Stooping		X	
Wrist Deviation (Wrist Flexion)		X	

The following *Competencies* are an integral part of the functions for this position:

Competency	Description
Analytical Thinking	Role uses basic logic and common sense to arrive at solutions
Company Knowledge	Role understands the job and how the role interacts with the team
Business Impact	Role has impact on the department and the organization
Functional Knowledge	Role has knowledge of specific job functions
Managing Change	Role implements changes provide by management
Job Impact	Role has impact on immediate work team
Influence	Role gains support for ideas within the team
Collaboration	Role develops partnerships with internal teams
Problem Solving	Role uses good judgement to find solutions to difficult/complex issues
Communication Skills	Role is able to communicate well in most situations

Work is accomplished without considerable direction. Exercises judgment in selecting methods, techniques, and evaluation criteria in obtaining results. Exerts significant latitude in determining objectives of assignment. Takes calculated risks with consultation from the expert

Works on significant and unique issues where analysis of situations or data requires and evaluation of intangibles. Aware and responds to changing and interconnected variables.

Exercises independent judgment in methods, techniques and evaluation criteria for obtaining results. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically twelve months or more to resolve.

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

Contact with others frequently inter-organizational and outside customer / vendor contacts. Part of a team who represents the organization. Monitors activities and communicates information across the organization

You will be asked to provide the following:

1. Authorization to work in the United States
2. Authorization to request a Criminal Background report
3. Authorization to request a Colorado Adult Protective Services background report (in the case of position of direct resident care-such as nursing).
4. Authorization to request a Drug Screening report
5. Authorization to request a Driver's Motor Vehicle background report (in the case of a position that will be driving company/business vehicles).

If you are interested in this position, you may apply by doing one of the following:

- Submit your resume to [myronstratton@myron.org](mailto:myronstratton@myron.org)
- Visit the Office at 555 Gold Pass Heights Colorado Springs CO 80906
- Visit the Home's website at [www.myronstrattonhome.org](http://www.myronstrattonhome.org)